Service Provider Authorizations

Requesting Authorization for a Service Provider

Step 1

In the Appointments' List section of your Home page, click the case number link.



Step 2

In the Appointment section, click the AUTH Create link.





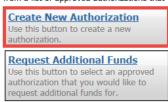
Service Provider Authorizations

Step 3

Next, click the Create New Authorization link.

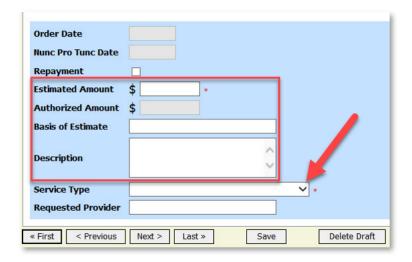
Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.



Enter the information requested for the authorization.

In the **Estimated Amount**, **Basis of Estimate**, and **Description** fields, enter the appropriate information; the **Authorized Amount** field is not editable. Then, click the **Service Type** dropdown arrow and select the applicable service type.



Note: To attach multiple supporting documents, click the Documents tab. You can include a description for each document as you load it.



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Step 4

Click Submit.



Note: You may add notes to your submission on the **Confirmation** tab. Select the **I swear and affirm...** check box. The date automatically updates to the current date. Then click **Submit.**

Requesting Authorization for a Service Provider

Step 1

You can increase the amount approved on an existing authorization as new amounts are requested. When generating an authorization, click the **Request Additional Funds** link.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

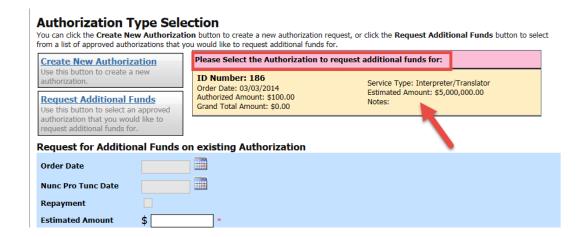




Service Provider Authorizations

Step 2

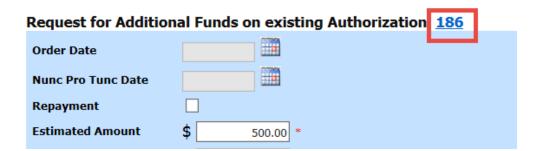
A list of all closed authorizations appears for this representation and appointment. Select the authorization that should be increased.



Step 3

Then create the authorization as described in steps 1-4.

Click the existing authorization hyperlink to view the original authorization in a separate tab. You should remember to close the newly opened tab after viewing the authorization, as having multiple tabs open in CJA eVoucher can lead to unintended results.



Note: When increasing funds on an existing authorization, the approved amount is added to the amount of the original authorization to which it is attached, and a link is established between the two documents. The original authorization is the one that holds the approved funds and is the only authorization presented when CJA21/31s are generated. These authorizations are also used for the various calculations regarding authorization amounts.

